

WINDSOR ART CENTER STUDIOS (WACS) CLASSROOM USE APPLICATION

APPLICANT INFORMATION

Name:		
Are you a current Windsor Art Center (WAC) Member?		Date of Application:
Current address:		
City:	State:	ZIP Code:
Phone:	Email:	

ARTS PROGRAM CLASSROOM RENTAL REQUEST

Minimum 2 hours. \$30 first 2 hours, \$10 each additional hour.

Description of Proposed Class or Workshop (Be concise and thoughtful. If accepted, the information from this application will be shared for promotional purposes)		
Name of person Teaching/Leading the Workshop:		Length of Workshop:
<i>**Please attach a resume and bio (specific to this class) **Please Attach a Digital Image Related to this Course Content if applicable (What will participants be making/doing?)</i>		
Date(s) /Time Requested:		Are These Dates Flexible:
Number of expected Participants: (max. capacity is 12)	Charge to participant for Program:	Additional Fees to Participant:
Website where participants can find more information: (if applicable)		

The Mission of the Windsor Art Center is to celebrate creativity and inspire an appreciation for diverse artistic cultures by showcasing the visual and performing arts.

Briefly state how your proposed program aligns with our mission statement:

NON-PROFIT ARTS ORGANIZATION MEETING SPACE REQUEST

1 meeting a month up to a 3 hour block for Free

Name of Nonprofit Arts Group:		
Description/Purpose of Group		
Requested Meeting Date(s):	Requested Meeting Time:	Number of expected Participants: (max. capacity is 12)
Organization Website (if applicable)		

The Mission of the Windsor Art Center is to celebrate creativity and inspire an appreciation for diverse artistic cultures by showcasing the visual and performing arts.

Briefly state how your organization aligns with our mission statement:

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Rental Conditions

Reservations/Payment Schedule/Cancellation Policy. A refundable 20% deposit is due upon approval of this application in order to hold your reservation for the classroom rental. However, your slot is secured only when payment is received in full. If another potential renter requests a time you are holding but have not secured, we will contact you to see if you want to secure your reservation, which you can do by paying the full rental amount by cash, check or credit card. No event may be reserved more than 6 months in advance. Unless paid earlier pursuant to the foregoing provisions, full payment is due 10 days in advance. If full payment has not been received by the 10 days in advance, the 20% deposit and the dates are forfeited to the WAC.

Responsibility of Renter at the end of Rental Period. The classroom space must be left in a condition ready for use by the next event or renter, which means: Remove all equipment and supplies that you have brought for your event, unless you have otherwise arranged for storage. Equipment supplied by WAC must be neatly organized in the appropriate place or returned to the Classroom storage area. Classroom floor should be clear of debris. Perform any clean-up necessary. Respect that the bathroom and kitchenette are a shared space. Please keep these areas tidy if you or your group makes use of them. Do not move or remove any other furniture or equipment found in building or adjacent rooms unless arrangements have been made with WAC staff. Please leave the classroom door locked and lights off upon leaving.

Loss or Damage to Facility or Equipment. When WAC accepts a Rental Agreement, it is with the expressed understanding that the renter has followed the conditions listed here. If there has been any damage to or loss of WAC property attributable to you, the renter, you will be held responsible and agree to compensate WAC for the cost of repair or replacement of the property.

Facility & Equipment. Entrance to the building is only through the doors on the northwest side of the train station (facing Broad Street). A WAC staff member will let you open the building for you at the beginning of your scheduled time and return to close at the end, though doors remain locked from the outside at all times. Should you or your participants leave the building during the class, you or they will effectively be locked out, so plan accordingly. You are prohibited from blocking the door in any manner to keep it from locking you out. Any loss or damage resulting from your efforts to keep the door open, including losses suffered by studio tenants, will be your responsibility. The rental space at WACS is equipped with folding tables, folding chairs, a dry erase board and markers. There is a small kitchenette with a microwave, sink and a small refrigerator, along with a bathroom in the hallway. The microwave and refrigerator are for FOOD USE ONLY and cannot be used for art materials or processes. Use of this equipment for purposes other than food storage or preparation, will be considered damage of equipment, as it will no longer be safe for food use. The classroom has wireless Internet connectivity available upon request by the renter. Please communicate to your participants to respect that this building has studio tenants. This agreement does not give you or your participants access to studio tenant areas. This agreement allows for limited access to the classroom and restrooms spaces only.

Liability & Insurance. Accidents must be immediately reported in writing to the WAC within 24 hours. Renter agrees to immediately deliver to the WAC at the address stated above every process, pleading or paper relating to any claims or proceedings arising out of any accident involving the Facility. The User shall not aid any claimant but shall cooperate fully with WAC in manners connected with any claims or suits. User agrees that as part of the terms of this agreement user on behalf of Himself/herself/itself and his/her/its guests, heirs, executors, administrators, assigns and legal representatives agrees to indemnify and hold harmless WAC and its representatives and employees from any and all damages or liability arising in connection with or related to rental of the facility, except where such damages are caused solely by the actions of WAC. *Renters are strongly advised to carry their own general liability insurance.*

Endorsement. Use of the WACS Classroom does not constitute an endorsement by the WAC, of a program or expressed point of view. No advertisement or announcement implying such endorsement is permitted. An organization may not use the name and address of the WAC as its headquarters or as the official address of the organization.

Monetary Solicitation. Nothing may be sold on the premises nor may orders for items be taken beyond class working materials.

There is No Smoking in or around the facility.

Alcohol.

Alcohol is only permitted at special events with the prior written approval of the WAC Classroom Committee.

American Disabilities Act (ADA). Organizations utilizing the rental space are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

SIGNATURE

To the best of my knowledge the information I have provided in this form is accurate. I agree to the above rental conditions and understand that if my application is accepted, I may be invited in to interview with the classroom committee before final approval can be granted.

The WAC reserves the right to refuse rental.

****For applications submitted digitally, typing your name in the box below constitutes you signing this agreement.*

Signature of applicant:

Date: